CHAPTER EIGHT

HOW TO BECOME DOD CERTIFIED IN EMERGENCY FIRST AID
AND CARDIO-PULMONARY RESUSCITATION (CPR)
USING THE DOD FIRST AID/FIRST RESPONDER MULTIMEDIA COURSEWARE

64. Purpose: This chapter explains the policies and procedures for using the DoD First Aid/First Responder Multimedia Courseware to become DoD certified in Emergency First Aid and CPR. In addition, students who want or need to become nationally certified are eligible to challenge the National Registry exam for Emergency Medical Technician at the "First Responder" level.

65. Program Management: To maintain program integrity and meet National Standard Curriculum requirements, the guidance contained in this chapter is mandatory. Anyone failing to comply with these instructions will not become DoD certified and will not be eligible to challenge the applicable National Registry exam. Please read these instructions carefully and pay strict attention to the sample format at Attachment 5b. The sample format is designed to help the DoD Administration Center process your certification request(s) quickly and accurately. Packages that do not follow this guidance will be returned for correction.

66. General Information:
66.1. This course meets the Department of Transportation (DOT) National Standard Curriculum and the American Heart Association's (AHA) guidelines for Cardio-Pulmonary Resuscitation (CPR).
66.2. The First Aid/First Responder course is a powerful multimedia-training program that provides users with the knowledge and skills necessary to successfully perform emergency first aid as the first person arriving on the scene. Specifically, this course has seven modules that cover: Preparing to be a First Responder, Assessing the Situation and Patient, Airway and Ventilation, Circulation, Illness and Injury, Emergency Medical Service Operations, and Infants, Children, and Childbirth Emergencies.
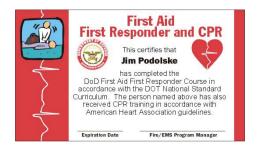
67. Courseware Features, Benefits, and Uses:
67.1. Features. Audio, full motion video, photographs, graphics, animation, and screen text.
67.2. Benefits. Standardizes emergency first aid training, interactive scenarios that require rapid decision making, knowledge checks, automated student records, module review exercises, and MediQuiz - the ultimate challenge, where students answer questions against other students or our resident expert "Dr. Know."
67.2.1. Increases flexibility by providing an alternate way to become DoD certified.
67.2.2. Effectively prepares responders to safely and successfully perform their emergency response duties.
67.3. Uses.
67.3.1. Serves as a paperless certification course.
67.3.2. Enhance/augment locally taught classes.
67.3.3. Students can conduct self-paced initial skills or refresher training. Additionally, if they fail their CerTest computer-based exam they can use the program to review their weak areas prior to re-testing.

67.3.4. Allows people who complete the course using this methodology to take the CerTest computer-based final exam, complete required performance testing, and then become DoD certified in First Aid and CPR.

68. The Process:

68.1. The student must complete the First Aid/First Responder courseware and successfully pass each training module.

68.2. The student must print and provide a copy of their multimedia courseware student records to a CerTest program manager. The program manager will confirm that the student completed all of the required training modules and then allow or schedule the student to take the official final exam using CerTest.

68.3. The student must take one of the applicable 100 question CerTest final exams. The test numbers in CerTest Version 4.5 are Test 8601; *First Aid/First Responder and CPR (Test A)* or Test 8602; *First Aid/First Responder and CPR (Test B)*.

68.4. Test Failures: If a student fails the test, provide the student with a hard copy of the "Test Summary" (this shows the learning objective(s) that require further study). Anyone failing the test should restudy before taking the test a second time. If the student fails the test twice, the student must completely re-accomplish the multimedia training modules that require further study. The final exam can then be re-administered a third, and potential fourth time, using CerTest.

68.5. After passing the CerTest final exam, the candidate must complete the required hands-on performance tests to meet the intent of the DOT National Standard Curriculum and the American Heart Association (AHA) standards.   The required performance tests, evaluation criteria/checklists, and performance test summary are located on CD # 1. The applicable file names are: *FA_FR Skills Evaluation Sheets, FA_FR PTR,* and *AHA CPR Perf Skills*. Anyone currently certified at the First Aid/First Responder level or above should be used to proctor the required performance tests.

68.6. The Training Chief or Unit Training Manager must finalize the required documentation and mail it to the DoD Administration Center for processing. (See the sample format at Attachment 5b). The DoD Administration Center will process the request and issue the DoD pocket card shown below which is good for two years.

69. Test Administration: All First Aid/First Responder knowledge tests must be proctored. With the exception of a dictionary, absolutely no study materials are allowed in the test room/area during testing.

70. Performance Testing: The training/certification program is a two-part process that requires both knowledge and performance testing. The knowledge portion of the process is measured using the multimedia-training courseware and the CerTest computer-based testing program.

70.1. Students must successfully pass the required knowledge test(s) before the official performance tests can be administered.

70.2. Performance tests are an integral part of the First Aid/First Responder course and are administered at the local level. Performance tests have been developed for each learning objective that is best evaluated by the demonstration of a skill.

70.3. Performance tests follow specific guidelines, checklists, and procedures and are designed to measure a student's competence completing specific tasks that are measured against predetermined standards. Each student is individually evaluated using the materials and guidance provided in paragraph 68.5 above.

70.4. Performance testing must be accomplished IAW this Procedural Guide, the DOT National Standard Curriculum, and the AHA standards for CPR.

71. Certification Package Requirements and Format:

71.1. The following items must be submitted IAW Attachment 5b.

71.1.1. A cover letter.

71.1.2. Attach a copy of the student's multimedia training records.

71.1.3. Attach a copy of the CerTest computer-based test results.

71.1.4. Attach a copy of the applicable performance test records.

71.2. All First Aid/First Responder certification requests must be mailed directly to the DoD Administration Center. The mailing address is:

> HQ AFCESA/CEXF
> 139 Barnes Drive, Suite 1
> Tyndall AFB, FL 32403-5319

72. Challenging the National Registry – First Responder Level Exam: To challenge the National Registry Emergency Medical Technician – First Responder level exam, an installation must be registered under a site code through the applicable DoD service component and the National Registry. The requirements for establishing an installation as an approved National Registry Exam Site varies between the DoD service components. To request service specific information on establishing an exam site, contact us by e-mail at CDCHelp@tyndall.af.mil.

MEMORANDUM FOR HQ AFCESA/CEXF   Fill in applicable date

FROM: 499th CES/CEF **(Provide your Complete Mailing Address)**
      17 Wilson Street, Suite A
      Anywhere AFB, TX 78236-5106

SUBJECT: First Aid/First Responder Certification Request (Using the Multimedia Courseware)

1. The following student has successfully completed all requirements to become certified at the First Aid/First Responder and CPR levels in accordance with DOT National Standard Curriculum, American Heart Association standards for CPR, and Chapter 8 of the CerTest Procedural Guide.

Name	SSAN	Requested Level
Sample, John B.	125-65-5678	First Aid/First Responder and CPR

2. Additionally, we certify that the required computer-based tests and performance tests were proctored in accordance with established policies/procedures and that these results are both true and authentic. If you have any questions concerning this request, please contact my POC XXXXXXXXXX at DSN XXX-XXXX or by email at (provide the POC's email address).

CerTest Proctor's   Flight Chief's
Signature Block and Signature   Signature Block and Signature

Attachments:
1. Multimedia-Training Program Student Records
2. CerTest Computer-Based Test Results
3. Applicable Performance Test Records

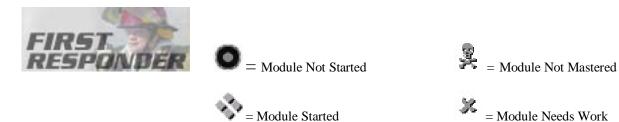| |
|---|
| **Note: Make sure you include the required attachments for each person being certified. Additionally, each attachment must be attached in the order listed on the cover letter.** |

Attachment 5b

SAMPLE STUDENT RECORD
FIRST AID/FIRST RESPONDRE AND CPR TRAINING
FOR EMERGENCY RESPONDERS

John B. Sample
125-65-5678
First Responder Courseware
Tuesday July 2, 2002

Module Status	Module Name	Total Questions	Total Score	Mastery Status
♦	**Preparing to Become a First Responder**	25	25	√
♦	**Assessing the Situation and the Patient**	25	25	√
♦	**Airway and Ventilation**	25	25	√
♦	**Circulation**	25	25	√
♦	**Illness and Injury**	25	25	√
♦	**Infants, Children, and Childbirth**	25	25	√
♦	**EMS Operations**	25	25	√
♦	**MediQuiz**	51	51	√

Total Time Spent in Course: 31:21

⬤ = Module Not Started

☠ = Module Not Mastered

◈ = Module Started

✗ = Module Needs Work

◆ = Module Completed

✓ = Module Mastered

John B. Sample   125-65-5768

Test	Title	Stat	Score	Date	Atmpts
8601	First Aid/First Responder and CPR (Test A)	P	90%	1 Aug 02	1
8602	First Aid/First Responder and CPR (Test B)				

Note: The "student record" shown above is a sample of the only CerTest printout we will accept. DO NOT submit copies of the "Test Summary" or "Detail Record." Certification requests that do not comply with this request will be returned without action.

P = Passed   F = Failed   X = Pretest Taken

For official use only. This information is subject to the Privacy Act of 1974.

1 August 2002   *CerTest 4.5*

First Aid/First Responder Performance Test Record

INSTRUCTIONS: This form must be completed and kept on file along with copies of the completed performance test checklists.

Date of Evaluation: _____

Candidate Rank/Name: _____ SSN: _____

Evaluators Rank/Name: _____ SSN: _____

The candidate has PASSED/FAILED the First Aid/First Responder Performance Tests for the skills stations marked below:

Skills Test Station	Passed	Failed	Evaluator Initials	Candidate Initials
Bleeding Control / Shock Management				
Patient Assessment / Trauma Management				
Upper Airway Adjuncts and Suction				
Mouth-to-Mask Ventilation				
Adult, Child, and Infant CPR				

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s):

Reason(s) for failure:

Candidate Signature: _____

Evaluator Signature: _____